



Home of the Tualatin River National Wildlife Refuge

URBAN RENEWAL AGENCY MEETING PACKET

FOR

Tuesday, June 6, 2017

**Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

URA Board of Directors Regular Meeting
(Following the City Council meeting)

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING AGENDA**

Tuesday, June 6, 2017
(Following the 7:00 pm City Council Meeting)

**City of Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon**

URA BOARD REGULAR MEETING

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSENT AGENDA**
 - A. Adoption of May 2, 2017 URA Board Meeting Minutes**
- 4. NEW BUSINESS**
 - A. URA Resolution 2017-003 Approving a Facade Grant for “Mason” – Lad Dining LLC,
Pankard Building, 16057 SW Railroad Street (Tom Pessemier, Assistant City Manager)**
- 5. ADJOURN**

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, May 2, 2017
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR SESSION

1. **CALL TO ORDER:** Chair Clark called the meeting to order at 8:25 pm.
2. **BOARD PRESENT:** Chair Krisanna Clark, Jennifer Harris, Jennifer Kuiper, Kim Young, Dan King and Sally Robinson. Sean Garland was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Police Chief Jeff Groth, Finance Director Katie Henry, and Agency Recorder Sylvia Murphy.

4. CONSENT AGENDA

A. Adoption of January 17, 2017 URA Board Meeting Minutes

MOTION: FROM DAN KING TO ADOPT THE CONSENT AGENDA, SECONDED BY KIM YOUNG. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (SEAN GARLAND WAS ABSENT).

Chair Clark addressed the next agenda item.

5. NEW BUSINESS

A. URA Resolution 2017-002 authorizing the amendment of the Intergovernmental Agreement (IGA) for services between the City of Sherwood and the Sherwood Urban Renewal Agency and contracting with Dan R. Olsen, Attorney at Law to provide legal services to the Urban Renewal Agency

Prior to addressing the resolution, Tom informed the Board that the scheduled URA Executive Session has been postponed. Chair Clark stated she approves.

Tom Pessemier informed the Board that this is a partial companion resolution to the resolution passed by the City Council earlier this evening. He explained the Intergovernmental Agreement references legal services and the City Attorney would provide those services. He said there are certain situations where interests are slightly different between the City and the URA and the IGA clarifies that the URA has the ability to contract with other legal services. He explained the URA resolution was authorizing the URA Manager to execute a contract with attorney Dan Olsen to provide legal services to the URA. Tom explained Mr. Olsen was selected after interviewing three different firms and said Mr. Olsen was highly recommended and he understands real property transactions and other things that Tom feels will serve the URA.

Ms. Kuiper asked if Mr. Olsen was with Jordan Ramis. Tom replied no and said he has his own private firm and was with a company for a very short time and was Washington County Legal Counsel for 11 years.

City Attorney Soper informed the Board that Jordan Ramis has offloaded work to Mr. Olsen.

Ms. Robinson asked where he was located, Tom replied Portland. She asked if he charges for traveling to Sherwood. Tom said Mr. Olsen said he does not usually charge for expenses unless they are excessive. She asked how many years of experience does he have and when was he admitted to the bar? Tom replied it was a long time ago and did not know specifically and said he has a lot of experience. She confirmed we have not used him before, Tom confirmed and said he has done a lot of URA work and so far his conversations with Mr. Olsen have been very positive.

Chair Clark asked for other questions from the Board, with none received the following motion was stated.

MOTION: FROM JENNIFER HARRIS TO ADOPT URA RESOLUTION 2017-002, SECONDED BY DAN KING. MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR (SEAN GARLAND WAS ABSENT).

6. ADJOURN

With no further business, Chair Clark adjourned at 8:30 pm and reconvene to the City Council Executive Session to continue discussion on real property.

Attest:

Sylvia Murphy, MMC, Agency Recorder

Krisanna Clark, Chair

Agenda Item: New Business

TO: Sherwood Urban Renewal Agency Board of Directors

FROM: Tom Pessemier, Assistant City Manager
through: Joseph Gall, ICMA-CM, City Manager

SUBJECT: URA Resolution 2017-003 Approving a Facade Grant for “Mason” – Lad Dining LLC, Pankard Building, 16057 SW Railroad Street

Issue: Shall the URA Board approve a façade grant to replace awnings in front of “Mason” Restaurant.

Background: An application has been submitted and reviewed by the URA staff for compliance with the latest façade program. In addition staff looked at previous façade grants and notes that awnings have been approved in the past. Staff reviewed the condition of the awnings and they are in need of replacement and would improve the look of the façade. Planning staff has reviewed the application and has no comments.

Based on the previous approvals and need for the improvement and low cost of the submittal staff believes that the proposal meets the criteria of the program and recommends approval.

Staff has received a letter from the building owner indicating that they approve of the application.

Financial Impacts:

Estimated Cost of project is \$2,780. 50% of cost is \$1,390. Staff recommends an approval of \$1,500 in case there are some unforeseen conditions that cost slightly more than anticipated.

Recommendation:

Staff respectfully recommends adoption of URA Resolution 2017-003 Approving a Facade Grant for “Mason” – Lad Dining LLC, Pankard Building, 16057 SW Railroad Street.



URA RESOLUTION 2017-003

**APPROVING A FACADE GRANT FOR “MASON” – LAD DINING LLC, PANKARD BUILDING
16057 SW RAILROAD STREET**

WHEREAS, the Urban Renewal District created a Façade Grant Program by URA Resolution 2014-009 in October 2014.

WHEREAS, Lawson G. Smith and Dax Mason Schlabs, have made an application as shown in Exhibit A, attached to this resolution; and

WHEREAS, the Sherwood Urban Renewal staff has reviewed the application and has recommended approval as noted in the staff report; and

WHEREAS, the Sherwood planning staff has reviewed the application and has no additional requirements.

NOW, THEREFORE, THE SHERWOOD URBAN RENEWAL AGENCY BOARD RESOLVES AS FOLLOWS:

Section 1. The Agency Administrator is authorized to grant up to 50% of the project but no more than \$1,500 in accordance to the terms and conditions to the façade grant program.

Section 2. This Resolution shall be effective upon its approval and adoption.

Duly passed by the Urban Renewal Agency Board this 6th Day of June, 2017.

Krisanna Clark, Chair

Attest:

Sylvia Murphy, MMC, Agency Recorder



Old Town Facade Program Grant Application

Date of Application: 27 April 2017 SURPAC Review Date: _____

Business Information

"Mason" ~ LAD Dining LLC
Name of Business
16057/16065 SW Railroad St., Sherwood, OR, 97140
Physical Business Address
24050 SW Baker Rd., Sherwood, OR 97140
Mailing Address (if different from physical address)
503-625-5064 www.masonrestaurantsherwood.com
Business Phone Business Fax Web site
Lawson G. Smith & Dax Mason Schlabs
Business Owner(s) Name(s)
16057/16065 SW Railroad St., Sherwood 503-625-5064
Address of Property to be Improved Phone
Lawson G. Smith 503-734-8504 Lgplantman@gmail.com
Application being submitted by Phone E-mail

Project Information

Please describe scope of project. Attach quote, photos or other information as appropriate. (Please attach additional sheets as required).
Replacing the old green awnings that are stained & moldy with new black awnings.
Est. Project Start Date: June 1, 2017 Est. Project Completion Date: June 6, 2017

Budget

Total Project Cost: \$ 2,780.00
Dollar Amount Requested: \$ 1,390.00
(Please see attached Guidelines)

Authorization

UR District Manager _____ District Board President _____ Date Awarded _____



Date: April 9, 2017

QUOTATION

FROM THE DESK OF: KEN SPEARING | ken@pikeawning.com

7300 SW LANDMARK LANE PORTLAND, OREGON 97224
(503) 624-5600 | (800) 866-9172 | Fax: (503) 968-5440 | www.pikeawning.com

SUBMITTED TO:

Mason
16057 SW Railroad St.
Sherwood, OR 97140

SITE:

Attn: Lawson Smith

Phone: 503.734.8504

Email: masonrestaurantsherwood@gmail.com

INCLUDES:

1 - Fabric awning recover complete and installed

Two existing awnings to be joined into one

Height: 3' 3"

Projection: 3' 9"

Width: 32' 6"

Frame: Galvanized pipe with fittings

Fabric: Sunbrella, ten-year warranty

Color: Black

Seams: Welded

Thread: Tenera by Gortex, lifetime warranty

EXCLUDES:

Signage

Total: \$2,780

Accepted by: _____

Sales Terms: 1/3 down and balance due upon completion

Date: _____

Price good 90 days

Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES
Tuesday, June 6, 2017
22560 SW Pine Street, Sherwood, Oregon 97140**

REGULAR SESSION

1. **CALL TO ORDER:** Chair Clark called the meeting to order at 8:10 pm.
2. **BOARD PRESENT:** Chair Krisanna Clark, Jennifer Harris, Jennifer Kuiper, Kim Young, Dan King and Sean Garland. Sally Robinson was absent.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, Assistant City Manager Tom Pessemier, City Attorney Josh Soper, Police Chief Jeff Groth, Finance Director Katie Henry, and Agency Recorder Sylvia Murphy.

Chair Clark addressed the consent agenda and asked for a motion.

4. CONSENT AGENDA

A. Adoption of May 2, 2017 URA Board Meeting Minutes

MOTION: FROM JENNIFER HARRIS TO ADOPT THE CONSENT AGENDA, SECONDED BY DAN KING, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. SALLY ROBINSON WAS ABSENT.

Chair Clark addressed the next agenda item.

5. NEW BUSINESS

A. URA Resolution 2017-003 Approving a Facade Grant for "Mason" – Lad Dining LLC, Pankard Building, 16057 SW Railroad Street

Assistant City Manager Tom Pessemier recapped the staff report. With no questions from the Board, Chair Clark asked for a motion.

MOTION: FROM JENNIFER HARRIS TO ADOPT URA RESOLUTION 2017-003, SECONDED BY CHAIR CLARK, MOTION PASSED 6:0, ALL PRESENT MEMBERS VOTED IN FAVOR. (SALLY ROBINSON WAS ABSENT.)

6. ADJOURN

With no further business, Chair Clark adjourned at 8:12 pm and reconvene to a City Council Executive Session.

Attest:



Sylvia Murphy, MMC, Agency Recorder



Krisanna Clark, Chair